

## **ANNOUNCEMENT NUMBER: 14-36**

---

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** CASHIER: FSN-8; FP-6

**OPENING DATE:** 10/03/2014

**CLOSING DATE:** 10/17/2014

**WORK HOURS:** Full Time (40 hours per week)

**SALARY:** Actual salary and grade will be based on the qualifications of the applicant.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. For complete details click on: <http://Niamey.USEmbassy.gov>

The U.S. Embassy in Niamey is seeking applications from **qualified** individuals for the position of **Cashier** in Financial Management Office.

### **BASIC FUNCTION OF POSITION:**

The cashier is one (1) among six (6) positions in the Embassy's Financial Management Office. The incumbent is directly supervised by the Financial Management Officer and provides full range of cashiering services to the Mission community. The Cashier provides support on a routine basis to at least six (6) agencies represented by 11 different organizations at post. The Cashier will need to become familiar with financial policies of the various agencies supported as it relates to cash transactions, and also perform duties in compliance with different U.S. Federal policies and regulations. In addition to routine work, the cashier prepares quarterly workload reports for the cashiering unit for review by the Financial Management Officer. The Embassy Cashier is the lead coordinator of cashiering activities for five Embassy Sub-cashiers (2 Alternate Cashiers and 3 Sub-cashiers).

Complete position description is available in the HR (Human Resources) office.  
Tel: 20 72 26 62/63 Ext. 4015/4479

### **QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Secondary school diploma plus at least two years post-secondary training in accounting or bookkeeping is required. Work experience may be used as a substitute for post-secondary training.

2. **Prior Experience:** At least three years of accounting, bookkeeping, or cashiering experience with at least one year handling cash directly is required.
3. **Language Proficiency:** Level IV fluent English and Level III (good working knowledge) French.
4. **Knowledge:** A good knowledge of the Department of State's cashiering policies and other related federal regulations and the host country's banking environment is required. A thorough knowledge in cashiering principals, a basic knowledge in accounting principles and appropriations law are required.
5. **Skills and Abilities:** Must be proficient in multiple computer software applications including Excel, Word, Microsoft Outlook, and DOS proprietary software (on-the-job training will be provided) Demonstrated experience using office equipment such as Paper Check Conversion Scanner (PCC), copiers, fax machines, adding machine, scanners, and printers. Must be able to deal with a broad scope and range of problems in collections, payments, and in reconciling sub-cashier accounts. Cross-training in multiple budget and finance areas such as accounting and voucher examining is required as well. Must possess good customer service skills and excellent public relation skills essential to work with partners. Must be able to handle large sums of cash and be very efficient in counting bills and coins of all denominations. Must be available to work outside normal work hours during Official/VIP visits. Must be able to complete and pass the Foreign Service Institute (FSI) Cashier course

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO:**

Attention: Human Resources Office  
American Embassy  
BP 11201  
Niamey, Niger

## **POINT OF CONTACT**

Human Resources Office  
Telephone: (227) 20-72-26-62, Ext. 4015/4479

## **CLOSING DATE FOR THIS POSITION: 10/17/2014 at 13:00**

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such

complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

U.S. Mission Niamey is a drug-free work environment.